



REQUEST

REQUEST TITLE:

2021-2022 JOBS AND SKILLS WA TRAINING PROGRAMS

REQUEST NUMBER:

TWDV0215/2019A

CLOSING TIME:

4:00 PM, Friday, 13 November 2020 Western Australia

PUBLIC AUTHORITY:

VET (WA) MINISTERIAL CORPORATION

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PART A – PROCUREMENT PROCESS INFORMATION

1. INTRODUCTION

1.1. Definitions

Unless the context requires otherwise, terms which are defined in:

- The General Provisions (Condition of Contract) January 2020, Version 1.1 (General Provisions);
 - The Process Terms and Conditions July 2019 Version 1.1 (Process Terms and Conditions); and
 - The Business Rules January 2020, Version 1.2 (Business Rules),
 - The Application Guide July 2019 Version 1.1
- have the same meaning when used in this Request document.

1.2. Background

The Vocational Education and Training (WA) Ministerial Corporation (the Corporation), represented by the Department of Training and Workforce Development invites an application from private registered training providers interested in being appointed to one or more of the Preferred Provider Panels. These panels are structured to deliver qualifications that meet the State's priorities.

Contracted training places will be allocated to Service Providers on Preferred Provider Panels annually.

1.3. Scope of this Procurement

This procurement will establish preferred provider panels of private registered training providers eligible to offer:

- Apprenticeships
- Traineeships
- Priority Industry Training (PIT)

Note: Applications for the Participation - Work Readiness and Participation - Equity programs will not be included in this Request. However once Service Providers have been appointed to one or more of the above panels through this process they will have the opportunity to apply for the Participation program panel.

In addition, Service Providers successful in obtaining a place on the Preferred Provider Panel(s) through this process may also seek to deliver Foundation Skills courses; Course in Applied Vocational Study Skills (CAVSS) and Underpinning Skills for Industry Qualification (USIQ) in conjunction with the funded qualifications where applicable.

1.4. Existing Service Providers

Service Providers that are currently contracted for 2020 training delivery to the Corporation are referred to as 'Existing' Service Providers.

Existing Service Providers are being dealt with separately to this Request document. However, please be advised that once the Request process is finalised, this Request document will become part of the Contractual Framework for both Existing and New Service Providers.

Existing Service Providers only wishing to continue their membership of their existing panel(s) are **not** required to take any action during this Request process unless advised by the Corporation.

Existing Service Providers that are currently **not** contracted to deliver under the Apprenticeship, Traineeship or PIT training programs with the Corporation and wish to apply are required to address the requirements of Parts D, E or F of this Request.

A list of Existing Service Providers can be found on RTONet at <http://stars.dtwd.wa.gov.au/rtonet/> under the announcement titled "Existing Service Providers".

1.5. Ineligible Service Providers

The following Service Providers are ineligible to respond to this Request:

- Western Australian TAFE Colleges.
- Service Providers that are not, at the closing time of this Request, registered with the Regulator and scoped for at least one eligible qualification in any of the programs.

1.6. Eligible Students

Unless otherwise specified, students from enrolment categories listed in Clause 1.3.6 of the Business Rules will not be funded through Contracts that result from this Request. Students undertaking qualifications through Contracts that result from this Request must commence training in 2021.

1.7. Payment Tables

The Corporation will establish and maintain a payment table with set rates for each program that lists the qualifications that will be available for public funding. The Corporation may add or remove qualifications to these tables as per Clause 9.1 of the General Provisions.

Note: In some instances there may be a delay between qualifications being endorsed nationally and the Corporation approving the new qualifications for funding. In these instances the Service Provider will only be offered the replaced qualification to select. If the replaced qualification has been removed by the Regulator from the Service Provider's scope they will need to liaise with the Regulator to get the replaced qualification reinstated on their scope.

2. REQUEST FRAMEWORK

2.1. Structure of the Request Document

This Request document is divided into multiple parts, being:

- Part A - Procurement Process Information
- Part B - Contract
- Part C - Common Criteria for all programs
- Part D - Request Requirements for the Apprenticeship program
- Part E - Request Requirements for the Traineeship program
- Part F - Request Requirements for the PIT program
- Appendix 1 – WAIPS – Workforce Template

2.2. Request Documentation on Tenders WA

The documentation package for the Request posted on the Tenders WA website includes the following documents:

- The Request for 2021-2022 Jobs and Skills WA Training Programs (TWDV0215/2019A)
- Process Terms and Conditions
- The General Provisions
- Business Rules
- Application Guide

2.3. Function of the Request document

The Request document provides Service Providers with information that includes:

- Service Provider eligibility;
- The scope of the training services to be procured through the Request; and
- The format and content of the electronic Response Form.

2.4. Access to the Response through RTONet

The Response is in an electronic format that can only be accessed through RTONet at: <http://stars.dtwd.wa.gov.au/rtonet/>

If the Service Provider is not registered to access RTONet, the 'Request for RTONet Access' form can be obtained at <https://stars.dtwd.wa.gov.au/apply> When completing the form please tick "New account" and "Contract & Financial (Standard and Contract access plus financial details).

Note there is a three (3) working day delay in obtaining Stars logins so Service Providers are advised to ensure that they request the logins as soon as possible.

Failure to obtain a login is not grounds for an extension or an appeal.

Note: In order to complete the Request you must use Microsoft Internet Explorer

2.5. Structure of the Response

New and Existing Service Providers must complete and lodge the Application by **4pm Friday 13 November 2020**.

3. CONTRACT FRAMEWORK

3.1. Contractual Framework

In this Request, the contractual framework consists of a Contract, which will comprise the following documents:

- This Request;
- Process Terms and Conditions;
- The General Provisions;
- Business Rules;
- The Service Provider's Offer(s) submitted in the electronic Response via RTONet; and
- The Letter of award, and any subsequent variations, provided by the Corporation.

Provisions as to the formation of the Contract and rules to be applied in the event of inconsistency between any of the documents constituting the Contract are contained in the General Provisions.

3.2. General Provisions

The Terms and Conditions in the General Provisions will apply to all services that result from this Request unless otherwise specified in the Contract documents.

3.3. Business Rules

The Business Rules is a separate document which applies to all services that result from this Request unless otherwise specified in the Contract documents. It describes the operational requirements and processes for the purchase of Training Services under the Corporation.

3.4. Process Terms and Conditions

The Process Terms and Conditions is a separate document which is deemed to be incorporated in this Request. It sets out definitions of terms used in this Request and additional terms and conditions for the Procurement Process.

3.5. The Letter of Award

The Letter of Award is the formal acceptance by the Corporation of all or part of the Response to the Request as defined in Clause 2.2.1 of the General Provisions.

4. PROCUREMENT PROCESS

4.1. Evaluation Criteria

- (a) In assessing the Response the Corporation will:
- (i) Require the Response to comply with all relevant Mandatory Compliance Requirements set out in the Response Form;
 - (ii) Assess Responses against the Qualitative Criteria set out in the Response; and
 - (iii) Take into account the information provided in response to the Disclosure Requirements in the Response and any other information available to the Corporation concerning the Service Provider or the Offer, including information of the kind referred to in Clause 4.1(e) of the Process Terms and Conditions Document.

- (b) Any Response which fails to satisfy any of the Mandatory Compliance Requirements will be deemed non-compliant and will not be considered further.
- (c) The Corporation reserves the right to reject any Response that does not properly address any of the Compliance and Disclosure requirements and/or other requirements contained in this Request.

5. LODGEMENT OF RESPONSES

5.1. Lodgement Details

- (a) Service Providers can only lodge a Response by completing and lodging the electronic Response through RTONet at: <https://stars.dtwd.wa.gov.au/rtonet/>
Service Providers must be registered to lodge a Response through RTONet.
- (b) Service Provider's must answer questions, provide information and attach any documents required to complete the Response.
- (c) Service Providers must ensure that any documents required as attachments in the electronic Response are uploaded accordingly.

5.2. Form and Content of Responses

In completing the Response, the Service Provider must:

- (a) Complete all required sections of the Response;
- (b) Take into consideration all the Terms and Conditions set out in the Contract documents; and
- (c) Not assume that the Corporation has knowledge of the Service Provider, its activities, experience or any previous services undertaken by the Service Provider for the Corporation.

5.3. Minimum number of Requested Delivery Items

Note, in this Call For Applications (CFA) a Requested Delivery Item (RDI) is:

- a request for one trade category, one region and in one qualification for Apprenticeships;
- a request for one trade category and in one qualification for Traineeships;
- a request for a qualification in a region for a target group for Priority Industry Training (PIT);

To be evaluated for appointment to a program a Service Provider need only request one RDI in each program for which the Service Provider wishes to apply.

Service Providers should only apply for RDIs where training is expected to commence by 30 April 2021.

Note: Once appointed to a 2021 Preferred Provider Panel, additional qualifications or regions for that program can be sought through a contract variation from 1 February 2021.

5.4. Request Deadline (Closing Time)

The deadline for lodgement of Responses is the Closing Time set out on the front page of this document.

5.5. Late Lodgement

Late lodgements will not be accepted.

Further conditions regarding the lodgement of Responses (including late lodgement) are set out in the Process Terms and Conditions Document.

Note: Electronic Response lodgement is not a lodgement by email.

The electronic lodgement process can take significant time and the Service Provider should allow for this because if full transmission of the Response is not received by the Corporation by the closing time, the Response will be deemed a late lodgement.

5.6. Preview of Lodgement Content

The Service Provider should use the Preview summary of the Response to carefully review the information that the Service Provider has entered in the electronic Response to check and ensure it is accurate and complete before the Response is lodged.

5.7. Opportunities for new Panel appointments in 2021

Service Providers who are successful in obtaining a place on one of the Preferred Provider Panels through this Request process can seek additional Panel memberships in 2021, once the restricted CFA process opens again in 2021.

6. OTHER DETAILS

6.1. Offer Validity Period

The Validity Period for offers contained in Responses to this Request is for a period of six (6) months from the closing date of the Request as shown on the front page of this document.

6.2. Briefing

A non-mandatory Request briefing session will be held on **Friday 30 October 2020** between **10am and 12 noon** during the request advertisement period.

The purpose of the briefing session will be to outline and clarify the basis and details of the proposed contractual framework.

The briefing has been designed to be delivered on-line via Collaborate and Service Providers can register as many people as they like for this session.

Registration to attend the non-mandatory briefing must be submitted through the online booking system at https://2021_2022_briefing_online.eventbrite.com.au

Enquiries regarding registration for the briefing session are to be e-mailed to Training.Markets@dtwd.wa.gov.au

6.3. Corporation Representatives for this Request

The Corporation Representatives are persons authorised to deal with enquiries in connection with this Request and all communication in relation to this Request should be directed to the Corporation Representatives.

The Corporation Representatives in relation to this Request are, at the date of issue of this Request, the persons named below.

General Enquiries:

Name: Sanju Manji
Title: Senior Contract Compliance Officer
Tel: 08 6551 5356
E-mail: Training.Markets@dtwd.wa.gov.au

Technical Enquiries:

Name: Lynette Baillard
Title: Senior Information Analyst
Tel: 08 6551 5938
E-mail: Training.Markets@dtwd.wa.gov.au

Apprenticeship Program Enquiries:

Name: Rob Neve
Title: Senior Project Officer
Telephone: 08 6551 5067
E-mail: Training.Markets@dtwd.wa.gov.au

Traineeship Program Enquiries:

Name: Rob Neve
Title: Senior Project Officer
Telephone: 08 6551 5067
E-mail: Training.Markets@dtwd.wa.gov.au

Priority Industry Training Program Enquiries:

Name: Colette Desvaux
Title: Senior Project Officer
Telephone: 08 6551 5313
E-mail: Training.Markets@dtwd.wa.gov.au

PART B CONTRACT DETAILS

1. CONTRACT MANAGEMENT

1.1. Corporation

The Corporation is the VET (WA) Ministerial Corporation.

1.2. Contract Management

a) Details of the Corporation's Representative

Name: Peter Henson
Title: Associate Director Training Markets (Private Training Providers)
Address: Department of Training and Workforce Development, Optima Centre,
16 Parkland Road Osborne Park WA 6017
Email: Peter.Henson@dtwd.wa.gov.au

b) Reporting

The various reporting requirements set out in the Business Rules apply to this Request.

c) Performance Measures

The performance criteria set out in Clause 1.8.2 of the Business Rules apply to this request.

1.3. Terms of the Contract

A Contract that results from this Request will be an annual agreement in terms of the period in which students may commence training under the agreement.

The initial term will commence when the Contract comes into existence, as detailed in the Letter of Award and ends on 31 December 2021.

1.4. Duration of Prequalification status

The Contract is subject to the condition that the Service Provider attends a mandatory briefing session to be held on 17 March 2021. The briefing will outline the Service Providers obligations with the Corporation under the 2021-2022 Jobs and Skills WA Training Programs contract.

1.5. Extension of the Term of the Agreement

The Contract will include a 'one calendar year' extension option that can be exercised at the sole discretion of the Corporation. Key factors considered when exercising the extension option include available budget, identified State training demands and the Service Providers' performance.

1.6. Duration of Prequalification status

The prequalification status awarded to a Service Provider will remain for a period of two (2) years subject to annual performance reviews and at the absolute discretion of the Corporation.

1.7. Insurances

The insurance requirements set out in Clause 1.9 of the Business Rules apply to this request.

Unless otherwise specified by the Corporation, the Service Provider must have and maintain the following insurances:

Public and Product¹ Liability insurance

Public and products liability insurance covering the legal liability of the Service Provider and the Service Provider's Personnel arising out of the Products and / or Services it provides for an amount of:

1. not less than **\$20 million** for any one occurrence;
2. unlimited in the number of occurrences happening in the period of insurance for public liability; and
3. limited in the annual aggregate to **\$20 million** for products liability.

¹ Product means anything (after it has ceased to be in the possession or control of the Insured) manufactured, constructed, erected, assembled, installed, grown, extracted, produced or processed, treated, altered, modified, repaired, serviced, bottled, labelled, handled, sold, supplied, distributed, imported, or exported by or on behalf of the Insured, including any packaging or containers thereof, including the design, formula or specification, direction markings, instructions, advice or warnings given or omitted to be given in connection with such products and anything which by law the insured is deemed to have manufactured in the course of the Business including discontinued products.

Workers' compensation insurance

Workers' compensation insurance in accordance with the provisions of the *Workers' Compensation and Injury Management Act 1981* (WA), including cover for common law liability for an amount of not less than **\$50 million** for any one occurrence in respect of workers of the Service Provider. The insurance policy must be extended to cover any claims and liability that may arise with an indemnity under section 175 (2) of the *Workers' Compensation and Injury Management Act 1981*.

Professional Indemnity insurance

Professional indemnity insurance covering the legal liability of the Service Provider and the Service Provider's Personnel and Associates under the Contract, arising out of any act, negligence, error or omission made or done by or on behalf of the Service Provider, or any subcontractor in connection with the Contract for a sum of **\$5 million** for any one claim and in the annual aggregate, with a provision of one automatic reinstatement of the full sum insured in any one period of insurance.

Professional indemnity insurance required under this clause must include:

- a) fraud and dishonesty;
- b) defamation;
- c) infringement of intellectual property rights;
- d) loss of or damage to documents and data; and
- e) breach of Australian Consumer Law.

Note: Any policy of insurance taken out by the Service Provider must be with a reputable and solvent insurer acceptable to the Corporation who conducts insurance business in Australia and is authorised in Australia to operate as an insurance company.

2. SIGNIFICANT CONTRACT CONDITIONS

The Service Provider should carefully read the following Clauses from the General Provisions referenced in this part as they contain significant Contract details.

2.1. Panel Arrangement

Clause 3.4 of the General Provisions applies.

2.2. Quality Standards and Policies

The Quality Standards and Policies required under Clause 4.2 of the General Provisions apply to this Request.

2.3. Funded Training List

As covered in Clause 9.1 of the General Provisions, the Corporation may, with at least 30 days' notice being provided, specify that No New Enrolments are to be accepted for a given qualification on the Funded Training List.

2.4. Disability Access and Inclusion Plan (DAIP)

The annual DAIP report to the Corporation must be provided by the date requested by the Corporation each year of the Agreement.

2.5. Police Clearance

The requirements in Clause 22.4 of the General Provisions apply to this Request.

2.6. Working with Children

The requirements in Clause 22.5 of the General Provisions apply to this Request.

2.7. Western Australian Industry Participation Strategy (WAIPS)

This reporting is a requirement of the Western Australian Industry Participation Strategy (WAIPS). Guidance on the WAIPS may be found at www.jtsi.wa.gov.au

2.7.1. WAIPS Workforce Reporting

- (a) The Service Provider must submit to the Corporation a report as to the matters covered by the Workforce Report (as detailed in Appendix 1):
 - i. in every year of the Term, in respect of that year (**Annual Report**); and
 - ii. upon the expiry of Term, in respect of the whole Contract Term (**Final Report**), in accordance with this clause.
- (b) Each report submitted under clause (a) must use the form of, and must address the matters outlined in, the Workforce Report Template which is at Appendix 1.
- (c) Subject to subclause d), the Service Provider must submit:
 - i. an Annual Report to the Corporation no later than two weeks after the anniversary of the Contract Commencement Date, or on such other date each year as is notified by the Corporation to the Service Provider; and
 - ii. a Final Report no later than two months after the expiry of the Contract Term.
- (d) Where the Term is 12 months or less, only one report from the Service Provider is required, being the Final Report, which the Service Provider must submit within two months after the expiry of the Term.

- (e) The Workforce Report must be endorsed and verified as being true and correct by the Service Provider's Chief Executive Officer, Managing Director or equivalent.

3. CONTRACT ALLOCATIONS

3.1. Note for all programs

Service Providers who have been successful in becoming a preferred provider are guaranteed an initial allocation of training places per panel. Allocation of training places will be made in accordance with the business rules.

The details of the panel arrangement will be contained in a schedule listing the Contracted Program of Study (CPS) for each awarded training program (qualification/region). Each CPS will contain an allocation of training places for the provider.

A provider may request an increase in the allocated places for any CPS through the Corporation's variation process described in Clause 1.3 of the Business Rules. In addition, the Service Provider may also be able to apply for additional qualifications/regions/target group/trade category (where applicable) through the variation process. The Service Provider may request appointment to additional panels through the online CFA application process in 2021.

PART C – COMMON CRITERIA FOR ALL PROGRAMS

Only New Service Providers are required to respond to this Part of the Request.

Responses are to be provided using the on-line application process. Instructions on how to complete the Response are provided in the Application Guide available from RTONet under “Application Guide”.

1. COMMON CRITERIA DETAILS

1.1. Purpose of Common Criteria

The purpose of the Common Criteria is to allow new Service Providers to submit Responses to Mandatory Compliance and Disclosure Requirements that apply to all Preferred Provider Panels.

New Service Providers must complete the Common Criteria before they can access the sections in the electronic Response for the three specific programs: Apprenticeships, Traineeships and Priority Industry Training (PIT).

1.2. Validation by other State or Territory training authorities

By lodging a Response to any of the CFAs, the Service Provider gives permission to the Corporation to validate information provided in the Response or any subsequent Offer with other State or Territory training authorities.

1.3. Provision of Regulatory Decisions from Regulator (ASQA, TAC or VRQA)

By lodging a Response to any of the CFAs, the Service Provider gives permission to the Regulator [Australian Skills Quality Authority (ASQA), Training Accreditation Council (TAC) or Victorian Registration and Qualifications Authority (VRQA)] to release the Service Providers regulatory decisions and provide copies of relevant notices/documentation to the Corporation as required.

1.4. Provision of training activity data from NCVET

By lodging a Response to any of the CFAs, the Service Provider gives permission to NCVET to release the Service Provider’s 2017, 2018, 2019 and/or 2020 Total VET activity data to the Corporation.

1.5. Insurances

The Service Provider must have in place all insurances specified in Part B Clause 1.7 of this Request before any Contract resulting from this Request is issued.

1.6. Compliance with terms and conditions of the Contract

By lodging a Response, the Service Provider is deemed to have consented to comply with the Terms and Conditions including, without limitation, the Request document, the General Provisions, Business Rules and the Process Terms and Conditions.

1.7. Consent to Consider the Equal Opportunity Legislation

By lodging a Response, the Service Provider is deemed to have consented to give consideration to equal opportunity legislation and promote substantive equality in its practices and service delivery ensuring services are sufficiently tailored to meet the needs of Western Australia’s diverse community including individuals and groups from Aboriginal and other ethnic backgrounds.

2. MANDATORY REQUIREMENTS

The Service Provider must meet all of the following mandatory requirements:

2.1. Registered Training Organisation

The Service Provider must be a private Registered Training Organisation (RTO) that is registered to deliver training in Western Australia by ASQA, TAC or VRQA.

2.2. Goods and Services Tax (GST)

The Service Provider must be registered for the Goods and Services Tax (GST).

2.3. Australian Business Number (ABN)

The Service Provider must be registered with an ABN on the Australian Business Register.

2.4. Commencement of Training

The Service Provider must commence training for the qualification(s) within three (3) months of the contract being awarded.

Note: The Corporation anticipates that contracts will be awarded by the end of January 2021.

2.5. Permission to Release or Validate Service Provider Data

The Service Provider must give permission for the Commonwealth and State or Territory Training Authority, the Regulator (ASQA, TAC or VRQA) and NCVET to release data related to the Service Provider as defined below in Clauses 3.2.1 to 3.2.3.

2.6. Qualification Scope

The Service Provider must have current scope with the relevant Regulator (ASQA, TAC or VRQA) for the delivery of the qualifications requested through this Request.

2.7. Eligible Qualifications

The requested qualification(s) must be listed on the Corporation's current Payment Table.

3. COMPLIANCE AND DISCLOSURE REQUIREMENTS

3.1. Compliance Requirements

3.1.1. General Conditions and Business Rules

The Service Provider must confirm it will comply with the General Conditions and Business Rules outlined in this Request.

Service Provider to complete disclosure requirements in section 3.2 below.

3.2. Disclosure Requirements

3.2.1. Regulatory Disclosure

- (a) Provide the date of your last Regulator audit
- (b) Are there any conditions currently imposed on the Service Provider by your Regulator (ASQA, TAC or VRQA)?

If the answer is 'yes' upload a copy of relevant notices/documentation from the Regulator.

- (c) Have any conditions, sanctions or written directions been applied or are pending to the Service Provider by the Regulator (ASQA, TAC or VRQA) since 1 January 2017?

If the answer is 'yes' upload a copy of relevant notices/documentation from the Regulator.

- (d) Has any Regulator audit or Evidence review since 1 January 2017, found the Service Provider to have a level of non-compliance higher than minor non-compliance prior to the audit being finalised? This includes audit outcomes following any response/rectification period.

If the answer is 'yes' upload a copy of the report that documents the audit findings both prior to and following any rectification, as well as any compliance decisions made by the Regulator.

- (e) Has any Executive Officer¹ of the Service Provider been employed with another RTO in the past three (3) years where that RTO, voluntarily withdrew their registration or had their registration cancelled by the Regulator?

If the answer is 'yes', provide the names of the Executive Officers and the RTO where they were employed.

3.2.2. Contractual Disclosure

- (a) In the past three (3) years has the Service Provider held a contract to deliver training with the Commonwealth or other State or Territory training authorities?

If the answer is 'yes', provide details.

- (b) Does the Service Provider and/or its Executive Officer(s) have any contractual issues active or pending with the Commonwealth or other State or Territory training authorities?

If the answer is 'yes', provide details.

- (c) In the past three (3) years has the Service Provider and/or its Executive Officer(s) had any contracts for the provision of training held with Commonwealth or State or Territory training authorities suspended, terminated or cancelled?

If the answer is 'yes', provide details.

- (d) Is the Service Provider acting as an agent or trustee for another organisation or person?

If the answer is 'yes', provide details

- (e) Is the Service Provider acting jointly or in association with another organisation or person?

If the answer is 'yes', provide details.

- (f) Does the Service Provider have all insurances specified in the Request?

If the answer is 'yes', please upload these documents under the Insurance Compliance Tab.

If the answer is 'no', please outline the reasons why and whether the Service Provider will be prepared to obtain the required insurances if awarded a Contract. Note that a Contract will only be issued once evidence of all specified insurances are provided to the Corporation.

¹ Refer to the Executive Officer definition as stated in the General Provisions

3.2.3. Financial Disclosure

- (a) Has legal action been taken against the Service Provider and/or its Executive Officers (whether successful or not) within the last three (3) years?

If the answer is 'yes', provide details

- (b) Has the Service Provider and/or its Executive Officers experienced any prior business failure, liquidation (winding up/receivership/administration)?

If the answer is 'yes', provide details

- (c) Have any of the Service Provider organisation's Executive Officers' or the legally responsible officer been declared bankrupt or had the status 'undischarged bankrupts' under the *Bankruptcy Act 1966 (Cwlth)*?

If the answer is 'yes', provide details

- (d) Does the Service Provider currently have a shared ownership or operational structure with, and/or any financial interests in, other RTOs operating in or outside of Western Australia?

If the answer is 'yes', provide the RTO's legal name and national RTO code from TGA (training.gov.au).

Please Note – Failure to disclose all related entities will invalidate the Service Providers Request response.

- (e) Does the Service Provider currently have capacity to offer the Commonwealth VET Student Loans?

If the Service Provider does not currently have capacity to offer VET Student Loans, does the Service Provider intend to apply for the capacity to offer the Commonwealth VET Student Loans?

- (f) Does the Service Provider or any of its Executive officers have any conflict of interest or perceived conflict of interest in submitting a Response to this Request?

If the answer is 'yes', provide details.

- (g) Has any Executive officer of the Service Provider or the legally responsible officer ever had any criminal conviction(s) or adverse Australian Competition and Consumer Commission (ACCC) finding(s)?

If the answer is 'yes', provide details.

- (h) Is the Service Provider part of an organisation that also holds an Australian Apprenticeship Support Network (AASN) provider contract or a Commonwealth contract that funds training services?

If the answer is 'yes', provide details.

3.2.4. Organisational Disclosures

- (a) Is the Service Provider a member of the Independent Tertiary Education Council Australia (ITECA)?
- (b) Is the Service Provider an Aboriginal or Torres Strait Islander owned business?
- (c) Is the Service Provider registered as a Not for Profit organisation through the Australian Charities and not for profit commission?
- (d) State the name of the student management system the Service Provider uses (for non-commercial systems state in-house)
- (e) Is the Service Provider or a Related RTO² currently contracted by the Commonwealth to deliver the programs listed below?
 - Transitions to Work
 - Parents Next
 - Community Development Program
 - Youth Jobs PaTH
 - Career Transition Assistance
 - Other (if yes, provide details)

² Refer to the Related RTO definition as stated in the General Provisions

PART D REQUEST REQUIREMENTS FOR APPRENTICESHIP PROGRAM

New Service Providers who wish to apply for a Contract to deliver apprenticeships with the Corporation are required to respond to this program application.

Existing Service Providers that are currently **not** contracted to deliver apprenticeships with the Corporation and wish to apply are required to address the requirements in this part of the Response.

Responses are to be provided using the on-line application process. Instructions on how to complete the Response are provided in the Application Guide available from RTONet under "Application Guide".

1. APPRENTICESHIP PROGRAM DETAILS AND CONDITIONS

1.1. ELIGIBLE SERVICE PROVIDERS

1.1.1. The electronic Response will only allow access to the Apprenticeship part of the Response to Service Providers that are:

- (a) Existing Service Providers, for another program or existing apprenticeship providers seeking a new trade category; or
- (b) New Service Providers that have completed the Common Criteria in the electronic Response Form.

1.1.2. Eligible Service Providers may seek to deliver apprenticeship training through this Request where the Service Provider:

- (a) Has current scope for one or more of the qualifications offered in the Response; and
- (b) Is seeking to enter the apprenticeship training market by offering to deliver one or more apprenticeship qualifications.

Service Providers must first select a region and then select the qualification that is being offered to be delivered in the region.

1.2. SCHOOL BASED APPRENTICESHIPS

Service Providers may seek to deliver apprenticeship qualifications as School Based Apprenticeships (SBA).

1.3. APPRENTICESHIP PAYMENT TABLE

The Apprenticeship Payment Table contains the current list of funded apprenticeships and the funding available per apprentice in each of the State's ten delivery regions.

The Apprenticeship Payment Table can be accessed on the Corporation's website <http://stars.dtwd.wa.gov.au/paymenttable/default.aspx>

Once on the website click the Apprenticeship payment table link to access available qualifications.

1.4. PAYMENT RATES

Payment for Apprenticeship Qualifications is based on the rates shown in the Apprenticeship Payment Table. The Corporation periodically reviews the rates payable for apprenticeship delivery.

1.5. STUDENT ELIGIBILITY

Student eligibility for the Apprenticeship Program is defined in the Business Rules. Refer to Clause 3.1 of the Business Rules for details.

Students undertaking qualifications through Contracts that result from this Request must commence training in 2021.

1.6. ALLOCATION OF APPRENTICESHIP TRAINING PLACES

Initially, the New Service Providers on the Apprenticeship preferred provider panels will have access to 15 training places per apprenticeship; per region. Refer to Clause 1.3.1 of the Business Rules for details on applying for additional places once contracted.

1.7. PREFERRED PROVIDER PANEL

Details of Service Providers appointed to the Preferred Provider Panel for Apprenticeships will be listed on the Corporation's website at <https://stars.dtwd.wa.gov.au/cpl/>

It is the responsibility of the Service Provider to ensure that their contact details listed on the Panel are correct and to update the details as and when required to ensure they remain current. A guide to maintaining the Preferred Provider Panel is available on the Corporation's website <https://www.dtwd.wa.gov.au/training-providers-and-schools/vet-jswa#contracted-provider-resources>.

This list is used by the Australian Apprenticeship Support Network (AASN) providers and will be available for employers to select their preferred private provider for the training delivery component of the Apprenticeship.

1.8. SUBCONTRACTING ARRANGEMENTS

Does the Service Provider intend to engage, another person or organisation as a subcontractor in connection with the supply of the Services?

If the answer is 'yes' please provide the name of the organisation(s) or individual(s) who will be subcontracted.

Refer to Clause 29.3 in the General Provisions for more information on subcontracting arrangements.

2. APPRENTICESHIP PROGRAM QUALITATIVE CRITERIA

For this program, Service Providers must request one Requested Delivery Item (RDI) for evaluation as per Part A, Section 5.3 of this Request.

For Apprenticeships an RDI is a request for one trade category, one region and in one qualification.

Service Providers are required to select the trade category and qualification they anticipate delivering training within three (3) months of the contract being awarded.

Note: Service Providers are only required to apply for one RDI to be considered for the panel.

Service Providers once on the 2021 panel may apply for additional trade categories and qualifications through a contract variation process.

Service Providers are required to respond to the two qualitative criteria for each trade category for which the Service Provider applies.

Responses to each question in each criterion will be restricted to 250 words and there is no requirement to upload additional information.

2.1. DEMONSTRATED TRAINING AND DELIVERY ARRANGEMENTS

2.1.1. Training Arrangements

- (a) Provide a brief description of the proposed training program including how it will be developed, implemented and managed over the course of the apprenticeship.
- (b) Detail the mode(s) of delivery (i.e. face-to-face, self-paced, work placement, online via skype/video conference, self-study etc.) that will be used in delivering the apprenticeship indicating the actual hours (not nominal) you plan to deliver or expect to be undertaken via each mode listed.
- (c) Indicate the number of times each year you will visit each apprentice's workplace including:
 - who will undertake the visit
 - the estimated time of each visit;
 - what would be undertaken at the visit specific to the employer and the apprentice.
- (d) Detail the arrangements you will put into place to keep the employer informed of the apprentice's progress during their training contract.
- (e) List the total number of students that you have trained to date, for the 2020 calendar year in each state/territory detailing course commencements, completions, withdrawals and in training numbers.

2.1.2. Training Infrastructure

For the region(s) in which you are delivering the training please list the:

- (a) training facilities³ that you have or can access within Western Australia indicating whether they are available during and/or outside of work hours;
- (b) training resources⁴ that you have or can access within Western Australia indicating whether they are available during and/or outside of work hours;
- (c) support services⁵ that you have or can make available to apprentices indicating whether they are available during and/or outside of work hours.

2.2. DEMONSTRATED UNDERSTANDING OF THE MARKET

- 2.2.1. Describe the relationship you have in place with key bodies/associations to establish and maintain your understanding of industry's training needs in the region for the apprenticeship requested.
- 2.2.2. Provide a brief outline of the key strategies that you will use to engage with employers and encourage them to employ apprentices in the regions(s)

2.3. QUALIFICATION REGIONAL DELIVERY

- 2.3.1. Please state the month between January & April 2021 you anticipate training in this region will commence.

Note: this information is for planning purposes only.

³ Training Facilities include training rooms owned / leased by the Service Provider or provided by an external body i.e. employer, required or specialised equipment for the qualification/target group.

⁴ Training Resources include trainers, libraries, on-line tools.

⁵ Support Services include goods and services made available to the student by the Service Provider that will assist them to attend and complete the training i.e. transport to and from training, mentors, counselling, PPE, literacy and numeracy.

PART E REQUEST REQUIREMENTS FOR TRAINEESHIP PROGRAM

New Service Providers who wish to apply for a Contract to deliver traineeships with the Corporation are required to respond to this program application.

Existing Service Providers that are currently **not** contracted to deliver traineeships with the Corporation and wish to apply are required to address the requirements in this part of the Response.

Responses are to be provided using the on-line application process. Instructions on how to complete the Response are provided in the Application Guide available from RTONet under "Application Guide".

1. TRAINEESHIP PROGRAM DETAILS AND CONDITIONS

1.1. ELIGIBLE SERVICE PROVIDERS

1.1.1. The electronic Response will only allow access to the Traineeship part of the Response to Service Providers that are:

- (a) Existing Service Providers, for another program, seeking to add traineeship delivery; or
- (b) New Service Providers that have completed the Common Criteria in the electronic Response Form.

1.1.2. Eligible Service Providers may seek to deliver traineeship training through this Request where the Service Provider:

- (a) Has current scope for one or more of the qualifications offered in the Response; and
- (b) Is seeking to enter the traineeship training market by offering to deliver one or more traineeship qualification.

Service Providers must first select a trade category and then select the qualification(s) that are being offered to be delivered.

1.1. SCHOOL BASED TRAINEESHIPS

Service Providers may seek to deliver a Traineeship qualification as a School Based Traineeships (SBT).

1.2. TRAINEESHIP PAYMENT TABLE

The Traineeship Payment Table contains the current list of funded Traineeships and the funding available per trainee in each of the State's ten delivery regions.

The Traineeship Payment Table can be accessed on the Corporation's website <https://stars.dtwd.wa.gov.au/paymenttable/PaymentTableTship.aspx>

Once on the website click the Traineeship payment table link to access available qualifications.

1.3. PAYMENT RATES

Payment for Traineeship Qualifications is based on the rates shown in the Traineeship Payment Table.

The Corporation periodically reviews the rates payable for traineeship delivery.

1.4. STUDENT ELIGIBILITY

Student eligibility for the Traineeship Program is defined in the Business Rules. Refer to Clause 5.1 of the Business Rules for details.

Students undertaking qualifications through Contracts that result from this Request must commence training in 2021.

1.5. PREFERRED PROVIDER PANEL

Details of Service Providers that have been appointed to the Preferred Provider Panel for Traineeships will be listed on the Corporation's website at <https://stars.dtwd.wa.gov.au/cpl>

It is the responsibility of the Service Provider to update the qualifications and delivery locations on the Panel and to ensure that the contact details listed are correct. A guide to maintaining the Traineeship Panel is available on the Corporation's website <https://www.dtwd.wa.gov.au/training-providers-and-schools/vet-jswa#contracted-provider-resources>.

This list is used by the Australian Apprenticeship Support Network (AASN) providers and will be available for employers to select their preferred private provider for the training delivery component of the Traineeship.

1.6. ALLOCATION OF TRAINEESHIP TRAINING PLACES

Initially, the New Service Providers on the Traineeship preferred provider panels will have access to 15 training places per Traineeship trade category. Refer to Clause 1.3.1 of the Business Rules for details on applying for additional places once contracted.

1.7. SUBCONTRACTING ARRANGEMENTS

Does the Service Provider intend to engage, another person or organisation as a subcontractor in connection with the supply of the Services?

If the answer is 'yes' please provide the name of the organisation(s) or individual(s) who will be subcontracted.

Refer to Clause 29.3 in the General Provisions for more information on subcontracting arrangements.

2. TRAINEESHIP PROGRAM QUALITATIVE CRITERIA

For this program, Service Providers must request one Requested Delivery Item (RDI) for evaluation as per Part A, Section 5.3 of this Request.

For Traineeships an RDI is a request for one trade category and in one qualification

Service Providers are required to select the trade category and qualification they anticipate delivering training within three (3) months of the contract being awarded.

Note: Service Providers are only required to apply for one RDI to be considered for the panel.

Service Providers once on the 2021 panel may apply for additional trade categories and qualifications through a contract variation process.

Service Providers are required to respond to the two qualitative criteria for each trade category for which the Service Provider applies.

Service Providers are required to respond to the two qualitative criteria at RDI level.

Responses to each question in each criterion will be restricted to 250 words and there is no requirement to upload additional information.

2.1. DEMONSTRATED TRAINING AND DELIVERY ARRANGEMENTS

2.1.1. Training Arrangements

- (a) Provide a brief description of the proposed training program including how it will be developed, implemented and managed over the course of the traineeship.
- (b) Detail the mode(s) of delivery (i.e. face-to-face, self-paced, work placement, online via skype/video conference, self-study etc.) that will be used in delivering the traineeship indicating the actual hours (not nominal) you plan to deliver or expect to be undertaken via each mode listed.
- (c) Indicate the number of times each year you will visit each trainee's workplace including:
 - who will undertake the visit
 - the estimated time of each visit;
 - what would be undertaken at the visit specific to the employer and the trainee.
- (d) Detail the arrangements you will put into place to keep the employer informed of the trainee's progress during their training contract.
- (e) List the total number of students that you have trained to date, for the 2020 calendar year in each state/territory detailing course commencements, completions, withdrawals and in training numbers.

2.1.2. Training Infrastructure

For the region(s) in which you are delivering the training please list the:

- (a) training facilities⁶ that you have or can access within Western Australia indicating whether they are available during and/or outside of work hours;
- (b) training resources⁷ that you have or can access within Western Australia indicating whether they are available during and/or outside of work hours;
- (c) support services⁸ that you have or can make available to trainees indicating whether they are available during and/or outside of work hours.

2.2. DEMONSTRATED UNDERSTANDING OF THE MARKET.

- 2.2.1. Describe the relationship you have in place with key bodies/associations to establish and maintain your understanding of industry's training needs in the region for the traineeship requested.
- 2.2.2. Provide a brief outline of the key strategies that you will use to engage with employers and encourage them to employ trainees.

⁶ Training Facilities include training rooms owned / leased by the Service Provider or provided by an external body i.e. employer, required or specialised equipment for the qualification/target group.

⁷ Training Resources include trainers, libraries, on-line tools.

⁸ Support Services include goods and services made available to the student by the Service Provider that will assist them to attend and complete the training i.e. transport to and from training, mentors, counselling, PPE, literacy and numeracy.

PART F REQUEST REQUIREMENTS FOR THE PIT PROGRAM

New Service Providers who wish to apply for a Contract to deliver Priority Industry Training (PIT) with the Corporation are required to respond to this program application.

Existing Service Providers that are currently **not** contracted to deliver PIT with the Corporation and wish to apply are required to address the requirements in this part of the Response.

Responses are to be provided using the on-line application process. Instructions on how to complete the Response are provided in the Application Guide available from RTONet under "Application Guide".

1. PIT PROGRAM DETAILS AND CONDITIONS

1.1. PROGRAM OVERVIEW AND SCOPE

The Priority Industry Training (PIT) program focuses on making available a range of qualifications that address priority industry needs of the State through a non-employment based training pathway.

The PIT program has two target groups. Service Providers will need to apply for one or both target groups:

- Existing Workers (employed)
- Jobseekers (unemployed)

If funded, the qualifications offered may be delivered in any region throughout WA for both target groups.

Note: Once the Service Provider has been appointed to the PIT Preferred Provider Panel they will have an opportunity, subject to scope, to deliver skill sets in 2021.

1.2. ELIGIBLE SERVICE PROVIDER

1.2.1. The electronic Response will only allow access to the PIT part of the Response to Service Providers that are:

- (a) Existing Service Providers, for another program, seeking to add PIT delivery, or
- (b) New Service Providers that have completed the Common Criteria in the electronic Response Form.

1.2.2. Eligible Service Providers may seek to deliver PIT through this Request where the Service Provider:

- (a) Has current scope for one or more of the qualifications offered in the Response; and
- (b) Is seeking to enter the PIT training market by offering to deliver one or more PIT qualifications.

Service Providers must first select a target group, then region and then the qualification(s) they are offering to be delivered in the region.

1.3. PRIORITY INDUSTRY TRAINING PAYMENT TABLE

The PIT program Payment Table contains the current list of funded qualifications, and the funding available per training place in each of the State's ten delivery regions. The PIT Payment Table qualifications list applies to both target groups.

The PIT Payment Table can be accessed on the Corporation's website <http://stars.dtwd.wa.gov.au/paymenttable/default.aspx>

Once on the website, click the PIT payment table link to access available qualifications.

1.4. PAYMENT RATES

Payment for PIT program qualifications are based on the rates shown in the PIT Payment Table.

The Corporation periodically reviews the rates payable for PIT delivery.

1.5. STUDENT ELIGIBILITY

Student eligibility for the PIT Program is defined in the Business Rules. Refer to Clause 6.1 of the Business Rules for details.

Students undertaking qualifications through Contracts that result from this Request must commence training in 2021.

1.6. PREFERRED PROVIDER PANEL

Details of Service Providers that have been appointed to the PIT Preferred Provider Panel for either target group will be listed on the Corporation's website at <https://stars.dtwd.wa.gov.au/cpl/>

It is the responsibility of the Service Provider to ensure that their contact details listed on the Panel are correct and to update the details as and when required to ensure they remain current. A guide to maintaining the Preferred Provider Panel is available on the Corporation's website <https://www.dtwd.wa.gov.au/training-providers-and-schools/vet-jswa#contracted-provider-resources>.

1.7. ALLOCATION OF PIT TRAINING PLACES

Initially, the New Service Providers on the PIT preferred provider panels will have access to 60 training places for qualifications, and 100 training places for skill sets, in total across all target groups and regions. Refer to Clause 1.3.1 of the Business Rules for details on applying for additional places once contracted.

1.8. SUBCONTRACTING ARRANGEMENTS

Does the Service Provider intend to engage, another person or organisation as a subcontractor in connection with the supply of the Services?

If the answer is 'yes' please provide the name of the organisation(s) or individual(s) who will be subcontracted.

Refer to Clause 29.3 in the General Provisions for more information on subcontracting arrangements.

If the answer is 'yes' please provide the name of the organisation(s) or individual(s) who will be subcontracted.

2. PIT PROGRAM QUALITATIVE CRITERIA

The Corporation has a preference to engage with organisations with a proven record of delivering quality training, particularly within the context of Western Australia for the qualifications they are applying to deliver.

For this program, Service Providers must request at least one Requested Delivery Item (RDI) for evaluation as per Part A, Section 5.3 of this Request.

For PIT an RDI is a request for one target group, one region and in one qualification.

Service Providers are required to select the target group, region and qualification they anticipate delivering training within the first three (3) months of the contract being awarded.

Note: Service Providers need only apply for one RDI to be considered for the panel.

The RDI must be at qualification level. RDIs for skill sets will not be considered through this-Request process.

Service Providers are required to respond to the three (3) qualitative criteria at RDI level.

Responses to each question in each criterion will be restricted to 250 words.

2.1. DEMONSTRATED UNDERSTANDING OF THE TARGET GROUP MARKET

2.1.1 Describe the relationship you have in place with key bodies/associations to establish and maintain your understanding of industry's training needs in the region(s) for the qualification requested.

2.1.2 Provide a brief outline of the engagement and retention strategies you will use to meet the training needs of the requested target group i.e. Jobseekers or Existing Workers

2.1.3 List the total number of students that you have trained to date, for the 2020 calendar year in each state/territory detailing course commencements, completions, withdrawals and in training numbers.

2.2. DEMONSTRATED CAPACITY TO DELIVER TRAINING TO THE TARGET GROUP

2.2.1 For the target group requested in the application for delivery to Western Australian students, please list the:

(a) training facilities⁹ that you have or can access within Western Australia indicating whether they are available during and/or outside of work hours;

(b) training resources¹⁰ that you have or can access within Western Australia indicating whether they are available during and/or outside of work hours;

(c) support services¹¹ that you have or can make available to students indicating whether they are available during and/or outside of work hours.

2.3. DEMONSTRATED TRAINING AND DELIVERY ARRANGEMENTS

2.3.1 Give a brief description of how the students' training program will be developed, implemented and managed.

⁹ Training Facilities include training rooms owned / leased by the Service Provider or provided by an external body i.e. employer, required or specialised equipment for the qualification/target group.

¹⁰ Training Resources include trainers, libraries, on-line tools.

¹¹ Support Services include goods and services made available to the student by the Service Provider that will assist them attend and complete the training i.e. transport to and from training, mentors, counselling, PPE, literacy and numeracy.

- 2.3.2 Outline your strategies for monitoring and supporting a students' progression over the course of the qualification.
- 2.3.3 Detail your standard training program format for the qualification requested including:
- (a) anticipated actual (not nominal) hours of training delivered to a student
 - (b) for the actual hours of delivery the anticipated hours for each mode of delivery listed below:
 - Face to Face (includes skype & video conferencing)
 - Correspondence
 - Self-Paced
 - (c) List the expected number of days of training per week
 - (d) List the expected duration of the training program in weeks
 - (e) List staff/student ratio

APPENDIX 1 – WAIPS PARTICIPATION PLAN REPORTING TEMPLATE

CONTRACTOR AND CONTRACT DETAILS

CONTRACTOR DETAILS:

(a) Name of Contractor:

(b) Person responsible for this document:

(c) Contact phone number:

(d) Contact email:

(e) Business Website:

(f) Business Address:

CONTRACT DETAILS:

(a) Contract Title

(b) Contract Number

(c) Contract Authority / Customer

(d) Contract Commencement Date

(e) Contract Value or Estimated Contract Value at award (AUD):

(f) Expenditure to Date (AUD)

(g) Report Date:

SECTION A

SECTION A: IMPORTANT NOTE

All table cells need to be completed. Enter a numerical value or NA for the elements that are Not Applicable. Insert additional rows where necessary.

1. CONTRACTOR / SUBCONTRACTOR WORKFORCE

a). ACTUAL WORKFORCE

Please provide the actual workforce (excluding apprentices and trainees) directly employed in delivering this Contract.

Workforce	WA (Metro)			WA (Regional)			Other Australian States, Territories and New Zealand	Overseas
	M	F	O	M	F	O		
Gender	M	F	O	M	F	O	All	All
Totals								

Gender - M = Male F = Female O = All other individuals categorized, either by themselves or by society, as neither male nor female. All = all genders combined.

b). ACTUAL APPRENTICES AND TRAINEES

Please provide the actual number of apprentices and trainees directly employed in delivering this Contract.

Apprentices Trainees	WA (Metro)			WA (Regional)			Other Australian States, Territories and New Zealand	Overseas
	M	F	O	M	F	O		
Gender	M	F	O	M	F	O	All	All
Totals								

Gender - M = Male F = Female O = All other individuals categorized, either by themselves or by society, as neither male nor female. All = all genders combined.

2. CONTRACT SPEND DIVISION

Please provide the actual percentage of spend by jurisdiction at this reporting stage:

Important: All table cells need to be completed. Enter a percentage numerical value or NA for the elements that are Not Applicable. The sum of all jurisdictions needs to equal 100%.

	WA (Metro %)	WA (Regional %)	Australian and New Zealand %	Overseas %
Estimated				
Achieved				

3. LIAISON WITH GOVERNMENT

Did you liaise with the Industry Link Advisory Service or Local Content Advisers on local industry participation issues?

CONTRACTOR TO COMPLETE:

Declaration

I, _____, being an authorised person, declare that the information in this WAIPS Workforce Report to the best of my knowledge is true, accurate and complete

Signature:

Position: Provide position title

Date: [Click here to enter a date.](#)

Definition of terms

Apprentices: People undertaking an approved structured employment based training program (apprenticeship) under a registered training contract that leads to a nationally recognised qualification.

Metro: The Metropolitan area is bounded by the City of Wanneroo and the City of Swan in the North, the Shires of Mundaring, Kalamunda and the City of Armadale in the East and the Town of Kwinana and the City of Rockingham in the South.

Panel Contract: (may also referred to as a panel arrangement) a contractual arrangement with more than one supplier to supply goods and/or services. Often a standing offer with agreed rates but without guaranteed volumes.

Regional: The Western Australian regional area is all those parts of Western Australia which are located outside of the Metro area.

Trainees: People undertaking an approved structured employment based training program (traineeship) under a registered training contract that leads to a nationally recognised qualification.

Workforce: Means the total number of workers (head count not FTEs) directly employed on a Contract. This encompasses full-time, part-time, casual employees, apprentices and trainees, workers engaged through labour hire arrangements and other employer supported employment initiatives such as cadetships and internships.